

AYLESHAM PARISH COUNCIL - FIXED TERM ASSISTANT CLERK VACANCY

Specific Responsibilities:-

- 1.** To prepare, in consultation with the Clerk or appropriate members, agendas and supporting papers or reports for meetings of the committees delegated to you.
- 2.** To attend such meetings and prepare minutes for approval and undertake any actions arising from these meetings in consultation with the Clerk.
- 3.** To handle telephone and written enquires and complaints from residents of Aylesham.
- 4.** To receive and deal with correspondence and documents on behalf of the Council or its Committees and bring such items to the attention of the Council.
- 5.** To draw up proposals for consideration by the Council or its Committees and advise on the practicality and likely effects of specific courses of action.
- 6.** To issue correspondence as a result of the instructions of, or the known policy, the Council or instructions of the Clerk.
- 7.** To maintain efficient filing systems and records of correspondence and material in connection with the Council.
- 8.** To prepare and circulate, in consultation with the Clerk press releases and liaise with the media.
- 9.** To issue notices and prepare publicity material to advertise and promote the meetings and activities of the Council.
- 10.** To review Grant applications as and when required.
- 11.** To assist the Clerk with the regular updating of the Council's website and ensure information on Council activities is readily available.
- 12.** To attend training courses and seminars and study reports and other data to acquire the professional knowledge required for the efficient administration of the affairs of the Council.
- 13.** To undertake any other duties as may be required by the Clerk or the Council.